



Title will be normal, times new roman, size 14, bold, & centered.

LEAVE 1 Line above title empty.

LEAVE 2 empty lines between title and first section.

Text in the body should be times new roman, size 14.

SEE Page 2 for the suggested format of the procedure.

Margins of page are as follows:

- Top - .3"
- Bottom - .46"
- Left & Right - .7"

Need to type in the correct information where **headers & footers** are highlighted. *See ARC1413 Procedure QMS Document and Record Control.*

Must include this **section break** in order to have a different footer on page 1.

To delete the second page without losing the header:

1. Open the header on page 2.
2. Unselect "same as previous" button.
3. Close the header.
4. Delete the section break on page 1.

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The following is the preferred format for ARC Branch procedures, but it is not required. Remove any sections do not apply. Add new sections before Section 4 Procedures.

1 Purpose

This section defines why the procedure is written.

2 Scope

This section defines who and/or what the procedure applies to.

4 Responsibilities

This section defines who is responsible for implementation and maintenance of the procedure.

3 References

This section lists appropriate reference documents (work instructions, guidances, forms, records, etc) needed to support or further define a procedure. Reference to these documents should be specific to appropriate portions of the document when the document is not used in its entirety.

4 Procedures (Clauses 1 to #)

This section defines how the procedure is to be carried out. It should define what is to be done, when it should be done, and who should do it.